Annual
Office Review
1929

I - Purpose of this gathering is to explore with you where we are as an office. Note I said explore with you. Wayne & I share some views which I will be talking about (I'm not bad or so), but we are only 2 out of almost ▢. Understanding your perceptions is an important input to shaping our thinking & planning for the Office so please do not hold back. Despite / surroundings I'm hoping that we can retrieve some useful XA.

~~As to how we have to approach this session, I noticed~~

~~★~~ One way to approach our purpose is to examine the objectives we laid out for ourselves a year ago + see how we did

- Bluntly and crassly put our primary objective as a Office was to survive -- if we don't do that there isn't much else we can accomplish. Only reason I put it this essentially negative way is that same may harbor some fears (Hicks concern). Of course, it is also easy to give yourself pretty hi marks -- after all we made it. And in not bad shape as budgeteers would view it

(primary)

- I would much rather cast our objective in a positive and more challenging way — something along the lines of "extracting every last bit of useful intelligence from imagery." Put that way I think you'll agree that we would be kidding ourselves if we gave ourselves an A+ -- you know and I know

25X1A

②

- To make the discussion and evaluation of our Achievements ~~more~~ more concrete and useful we have to look at more specific ~~tasks~~ subordinate objectives we set for ourselves. For convenience, I have put these in two groups: People objectives and product objectives -- recognizing that everything (in one way or another) we do as managers usually impacts on both.

People: The two basic objectives we have here are: ① get the most output we possibly can out of our principle resource -- people and ② maximize the career achievement -- that is, fully develop the potential -- of each and every individual in the office. At least in the abstract, if you do ② right ① will be automatic -- in reality it often lead to some delicate and careful trade-offs. -- e.g., of training or rotation.

-- Recognizing that motivation plays a critical role in performance it is important that managers do their best to provide an incentive system that will stimulate performance.

-- Altho we haven't solved all the problems I see in this area, I do think we have made some important gains during the last year ~~[illegible]~~

    -- PMCD - Senior Analysts
    -- Improved Attribution for individual effort

Career Development Programs
    -- D/OJA - Branch Chief Meetings
    -- Career Development Officer Activity
      in last year.

25X1

-- Reassignments within office: 18

-- " out of office ≈ 6   25X1A

-- Development tours - [ ]

-- Special duties -- [ ]   EEO   25X1A

Both An internal & external
dimension to this   #5,

II Product Objectives : The principle objective here is to not only squeeze All the intelligence content out of imagery but also do do all we can to insure that those who need the intelligence get it And when they need it.

~ Production Meeting Procedure

-- priorities, bottlenecks, dissem.
(40% redirection)

Internal

{ = Form II / MIS reform
{ - Joint reports
- Visits + Orientation courses.